

4. Educational Services

Each local education agency liaison for homeless children and youths, designated under paragraph (1)(j)(ii), shall ensure that –

- *Homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;*

[722(g)(6)(A)(iii)]

4. Educational Services

- Title I
 - *A child or youth who is homeless and is attending any school in the district is automatically eligible for Title I services. [1115(b)(2)(E)]*
- Special Education
- Free and Reduced Breakfast/Lunch
 - USDA policy permits liaisons to obtain free school meals for students by providing a list of names of students experiencing homelessness with dates.
- English Acquisition Services/ELL
- Gifted
- Head Start/Even Start
 - Liaisons must ensure that families and children receive Head Start, Even Start programs and preschool programs. [722(g)(6)(A)(iii)]
- Migrant
- Preschool
 - U.S. HHS issued a memo describing how Head Start grantees should collaborate with State Coordinators, liaisons and community agencies and adjust their programs to serve children in homeless situations. (6/5/92)
- Counseling

Amphitheater Public Schools McKinney-Vento Referral Form

Referral Date:	School Attending:	District of Attendance:	Amphitheater School District	District of Residence:	
----------------	-------------------	-------------------------	------------------------------	------------------------	--

Student's Last Name:	First Name:	Middle Initial:	Date of Birth:	Grade:
Address of Current Residence:				Type of Residence:

Services Requested:	<input type="checkbox"/> transportation <input type="checkbox"/> free lunch <input type="checkbox"/> clothing bank <input type="checkbox"/> referral to community agency <input type="checkbox"/> other
---------------------	--

<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Foster Parent	Name:	
Home Phone:	Cell Phone:	Message Phone:
Careworker / Agency Contact:		
Other Contact Information:		

Is this a special needs student?	<input type="checkbox"/> YES <input type="checkbox"/> NO
May this student be released without supervision?	<input type="checkbox"/> YES <input type="checkbox"/> NO

AM School Bus #:	Pick-Up Time:	Drop-Off Time:
PM School Bus #:	Pick-Up Time:	Drop-Off Time:

Vendor:	Start Date:	End Date:
Suntran ID #		

Person Referring:	Person Completing Form:
-------------------	-------------------------

REFERRAL FOR STUDENTS IN THE HOMELESS CATEGORY

(Please complete form and turn into designated Site Homeless Contact)

Referral's Name _____ Phone _____ Date of Referral _____

Site Homeless Contact's Name _____ Phone _____

STUDENT & FAMILY INFORMATION

Name of Student _____ ID# _____ Grade _____

School _____ Teacher _____ Sp Educ _____ Primary Lang _____

Name of Parent/ Guardian _____ Phone _____

Address _____

Information of Residence _____

Siblings

NAME	ID#	SCHOOL	GRADE

Please describe the specific concerns, both academic and basic needs, for this student/ family?

POSSIBLE SERVICES OFFERED

(Please initial and date each appropriate box)

TYPES OF SERVICE	Currently receives	Needs service	Received service from SUSD	Notes
Free Lunch				
Food Assistance				
Housing Referrals				
School Clothing (check need & add size information in notes)				<input type="checkbox"/> Shoes _____ <input type="checkbox"/> Pants _____ <input type="checkbox"/> Shirts _____ <input type="checkbox"/> Jacket _____ <input type="checkbox"/> Socks _____ <input type="checkbox"/> Bra _____ <input type="checkbox"/> Underwear _____
School Supplies (check specifics in notes)				<input type="checkbox"/> Backpack <input type="checkbox"/> Art Supplies <input type="checkbox"/> Paper <input type="checkbox"/> Binder <input type="checkbox"/> Stapler <input type="checkbox"/> Folder <input type="checkbox"/> Pen/ Pencils <input type="checkbox"/> Glue/ Tape <input type="checkbox"/> Ruler Other: _____
Tutoring				
Summer School				
After-School Programs				What program?
Instrument Rental				
Athletic/ Club Fee				
Transportation for School				<input type="checkbox"/> SUSD Bus Transportation <input type="checkbox"/> Mileage Reimbursement Other: _____
Medical/ Dental/ Vision/ Counseling				
Other:				

Sample Needs Assessment

Basic School/Community Checklist

In the following table, rate the extent to which your school district and community currently meets the special needs of homeless children and youth and their families.

Educational/ School- Related Services	Need Not Addressed	Need Addressed/ Remains Major Need	Need Addressed/ Remains Minor Need	Need Well- Addressed	Not an Identified Need
1. Tutoring/ remedial programs					
2. Special education					
3. Counseling for students					
4. School transportation					
5. Free lunch/ breakfast					
6. School supplies					
7. Activity fees					
8. Pre-school programs					
9. Parent training/ involvement					
10. Case management for enroll- ment and community services					



Sample Needs Assessment (continued)

Educational/ School- Related Services	Need Not Addressed	Need Addressed/ Remains Major Need	Need Addressed/ Remains Minor Need	Need Well- Addressed	Not an Identified Need
11. School coordination with local community services					
12. Professional development on homeless issues for district staff					
13. Posting student rights and services					
14. Medical services					
15. Mental health services					
16. Food and clothing					
17. Emergency shelter					
18. Transitional shelter					
19. Affordable permanent housing					
20. Domestic violence/child abuse intervention					



Sample Needs Assessment (continued)

Educational/ School- Related Services	Need Not Addressed	Need Addressed/ Remains Major Need	Need Addressed/ Remains Minor Need	Need Well- Addressed	Not an Identified Need
21. Life skills training					
22. Substance abuse intervention					
23. Childcare					
24. Community transportation					
25. Job place- ment services					
26. Other:					

*Adapted from Local Program Review Guide by the Iowa Department of Education, Spring 1998.
For additional items, visit www.state.ia.us/educate/ecese/is/homeless/documents.html.*



Sample Roles and Responsibilities within an LEA

The Role of District/Charter Holder Homeless Liaison

- Ensure that procedures are established and followed on each campus to provide each homeless student with a free and appropriate education.
- Distribute information and provide in-service training regarding homelessness.
- Disseminate critical information concerning the rights of the homeless student to all campuses.
- Work with campus staff and administration to facilitate success of the homeless program and each homeless student.
- Send information regarding available school programs to shelters if students from a shelter attend a school in the district.
- Post information regarding the availability of school programs and services for homeless students in shelters, post offices, churches, police departments, transitional housing projects, food and supply banks, etc.
- Post public notice of the educational rights of students in homeless situations at each campus.
- Inform parents and guardians and unaccompanied youth of all transportation services, including to the school of origin and assist in accessing transportation services.
- Provide parents with names and numbers of where to call for both school and community service assistance and personally assist them to make contacts and to attend meetings.
- Make sure parents feel welcome and set the tone for further parent involvement.
- Establish a trusting relationship with shelter staff and parents and visit shelters to meet staff and to understand the living environment.
- Meet with community agencies and volunteers to share resources and information and to evaluate impact of services.
- Visit the shelters. Display postings of school services and stress school attendance.

Sample Roles and Responsibilities within an LEA

The Role of the Principal

- Ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act (Posters).
- Prepare support staff on enrollment procedures and exceptions to make for homeless students. A child or youth that is homeless is automatically eligible for Title I services, regardless of their current academic performance. Homeless students at Title I AND non-Title I schools must receive services.
- Ensure that homeless students are reported to the Homeless Liaison.
- Facilitate training at the campus level.
- Welcome students. Address them by name.
- Make sure parents feel welcome and set the tone for further parent involvement.
- Prepare staff on procedures needed to achieve a smooth entrance into school.
- Organize in-service training for all school staff to ensure sensitivity to needs of homeless.
- Remove barriers to promote a stable school environment and experience.
- Be sure child receives free breakfast and lunch.
- Visit shelters to understand the living situation and to provide support to shelter staff in helping students succeeds in school.
- Post school events schedule in shelters, transitional housing projects, and other appropriate locations.
- Keep in close contact with staff; encourage detection and prevention of problems.
- Assist in the resolution of transportation problems.
- Implement procedures for identifying homeless children and youth.
- Maintain a cumulative count of the number of homeless students living within school boundaries.
- Maintain a record of pertinent information regarding homeless students for school and community planning.

Sample Roles and Responsibilities within an LEA

The Role of the Teacher

- Help students feel welcome.
- Select a student to be a "buddy."
- Provide school supplies as needed.
- Have necessary toiletry items on hand to assure proper hygiene at school.
- Help students arrange for transportation for after-school activities and special events.
- Help students enroll in support programs.
- Coordinate educational plans with counselor and with school staff in assisting homeless children and youth.
- Be observant of medical and other needs and help with referrals for assistance.
- Develop mentor program or be a mentor.
- Closely monitor reasons for absences to uncover needs.
- Allow students to express frustrations and allow opportunities to do so in other ways in addition to verbalizing (e.g. drawing).
- Build self-esteem by providing work in which the child can experience success.
- Don't assume students know how to play; they may need to be taught to do so.
- Recommend and help arrange for professional help, if needed. Follow up to insure connections are established.
- Openly discuss homelessness as a social issue. Protect personal activities during discussions.
- Consider homeless situations when making assignments—students needing a place to study or to complete projects.
- Assist parents to organize important records.
- Plan for the students' need to talk about experiences, individually with you or, if comfortable, during class sharing time.
- Assist students to see their experiences as positive, educational, and strength building.
- Communicate with parents and shelter staff about the student's achievement, behavior, and attendance.

Sample Roles and Responsibilities within an LEA

The Role of the Counselor

- Greet the student and parent(s) as soon as possible and offer assistance.
- Adopt an "open-door" policy in providing assistance.
- Build a trusting and safe relationship with homeless students.
- Implement a buddy system.
- Ensure the opportunity for homeless students to participate in in-school and after-school activities.
- Communicate with the students' prior school(s) to obtain necessary information to insure continuation of services.
- Coordinate with other school staff in assisting homeless children and youth.
- Assist school staff in understanding how homelessness affects the student's ability to learn and to adjust at school. Refer to prior information on stress.
- Educate parents about their children's educational rights.
- Keep communication open with shelter care providers to collaborate services and to keep them informed regarding school activities.
- Identify local community resources to make referrals, e.g. food, housing, transportation, counseling.
- Encourage and assist members of the community to sponsor school-based and other support programs.
- Encourage parents of homeless students to participate in school activities and programs for parents.
- Assist parents to organize important records.

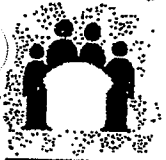
Sample Roles and Responsibilities within an LEA

The Role of the School Nurse

- Assist parents with the completion of all necessary medical records.
- Assist parents in obtaining child's medical information from doctors and clinics.
- Alert school and shelter care staff of any serious medical condition of the students.
- Inquire about health problems e.g. asthma, epilepsy, sickle cell anemia, lead poisoning, and diabetes.
- Assist in making arrangements for appropriate supervision if the students becomes ill and needs to go "home."
- Coordinate with other school staff in assisting homeless children and youth.
- Assist other staff members in understanding health and family issues of homeless students/families.
- Inform students/families of reliable and accessible community programs.
- Refer families for subsidized critical services, e.g. medical, dental, food, housing, adult education. Assist families to access services.
- Coordinate with shelters and families to identify and meet the health, nutritional, and sleep/rest needs of students.
- As a resource to families, provide/coordinate instruction in first aid, safety, nutrition, and self-advocacy.
- Follow-up on students not attending school to determine and help to resolve the cause, e.g. incomplete immunizations, illness, behavior. The law requires that students be admitted regardless of immunization history.
- Have necessary toiletry items on hand to assure proper hygiene at school.

What School Support Staff Can Do

- Greet the student warmly, make him/her feel welcome
- Greet parents and shelter staff warmly and make the parents feel welcome.
- Notify counselor, teacher and nurse when a homeless student, either from a shelter or in a doubled-up situation, is accessing the bus to get to school or is admitted to school.



Federal Resources for Feeding Homeless Children and Youth

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) expands federal child nutrition programs in several ways to assist homeless and runaway children and youth by providing:

- Automatic eligibility for free school meals to homeless and runaway children
- Streamlined procedures to document such eligibility
- Full school year eligibility for free school meals
- Federal nutrition funds for shelters that serve children and youth up to age 18

Automatic Eligibility for Free School Meals

Before the Child Nutrition and WIC Reauthorization Act was passed, administrative guidance made homeless children, as defined by the McKinney-Vento Homeless Assistance Act, automatically eligible for free school meals. The Reauthorization Act establishes in law this categorical eligibility for homeless children, meaning that all children who are defined as homeless are eligible for free school meals.

The Reauthorization Act also confers automatic eligibility for free school meals on migrant children served through the Migrant Education Program and runaway children and youth served through the three grant programs established under the Runaway and Homeless Youth Act (RHYA): Basic Center Program, Transitional Living Program for Older Homeless Youth, and Street Outreach Program.

Please see *USDA Memo SP 4* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization_memos_04/2004-07-19.pdf) and FRAC's school meals brochure for homeless families (www.frac.org/html/publications/homelesseducpamphletgovt.PDF) for more details.

Documentation of Free Meal Eligibility

The McKinney-Vento Act requires every school district to designate a local educational agency liaison for homeless children and youth. The liaisons ensure that children receive the educational and other services for which they are eligible – including free school meals. Local educational agency liaisons, homeless or domestic violence shelter directors and RHYA service providers may provide documentation that children are homeless or runaway to school food service directors or other officials who determine school meal eligibility.

The documentation must include the child's name or a list of their names, effective date(s), and the signature of the local educational agency liaison, homeless or domestic violence shelter director or RHYA service provider. This list is acceptable in lieu of a school meal application usually submitted by the child's parent or guardian and is sufficient for school officials to approve the child's eligibility for free school meals.

School food service directors, principals and other school officials should work closely with local educational agency liaisons, homeless or domestic violence shelter directors and RHYA service providers to ensure that homeless and runaway children and youth are provided free meal benefits as promptly as possible.

For more details, please see *USDA Guidance on Determining Categorical Eligibility* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization_memos_04/2004-09-17.pdf) and *USDA Memo SP 4* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization_memos_04/2004-07-19.pdf).

CHILD NUTRITION BRIEF

Federal Resources for Feeding Homeless Children and Youth

Full School Year Eligibility

Once a student has been certified as eligible for free meals, including when based on designation as homeless or runaway by a local educational agency liaison, homeless or domestic violence shelter director or RHYA service provider, the eligibility remains effective for the remainder of the school year. This policy holds even if children or youth move into permanent housing and are no longer homeless or served by RHYA programs. In such instances, a new eligibility determination shall be made in the subsequent school year. Schools are allowed to continue a student's eligibility from the previous school year for 30 operating days into the subsequent school year, or until a new eligibility determination is made, whichever occurs first.

Please see *USDA Memo SP 3* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization_memos_04/2004-07-07.pdf) for more details.

Federal nutrition funds for shelters serving children and youth

Homeless, runaway and domestic violence shelters are eligible to use the Child and Adult Care Food Program (CACFP) to feed children and youth up to 18 years of age in their facilities. The Reauthorization Act raised the age limit for children who may be fed through the program, and this expansion of eligibility from a maximum age of 12 to 18 years will help provide financial support for often strained shelter budgets.

Shelters will be reimbursed for meals and snacks served to children age 18 and under residing in the shelter. Participating shelters can receive a reimbursement of \$1.23 for breakfast, \$2.24 for lunch or supper and 61 cents for a snack. For each child served, shelters can receive reimbursement for up to three meals or two meals and one snack each day.

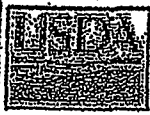
To apply for this program, contact your state CACFP agency. Please see *USDA Memo CACFP 5* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization_memos_04/2004-07-07.pdf) and FRAC's brochure on federal funds for shelters (www.frac.org/html/federal_food_programs/programs/homeless/CACFP_Brochure_Blank.pdf) for more details. Also see FRAC's website (www.frac.org) for a CACFP in Shelters Outreach Toolkit, which includes a list of state CACFP agency contact names and numbers.

Food stamps and homeless children and youth

Youth who live in a shelter or entirely alone should be able to apply for food stamps on their own. Their parents' income should not be used in calculating whether they are eligible for food stamps. If they live in a shelter, service providers may assist such youth by providing letters for them to bring to food stamp offices.

Homeless people living in shelters are eligible for food stamps, even if the shelter provides meals. The food stamp office has special rules that allow homeless families to receive food stamps, even if they do not have photo IDs or do not have a regular address. The food stamp office may accept as ID the word of a shelter director who can identify the food stamp applicant. If a household's income is low enough, the food stamp office must issue food stamps within 7 days of when the household applies, and in some states sooner.

Please see *Homeless Persons' Rights Under The Food Stamp Program* fact sheet (www.frac.org/html/news/options_homeless.html) for more details.



July 19, 2004

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

SUBJECT: Categorical Eligibility for Free Lunches and Breakfasts of Runaway, Homeless, and Migrant Youth: Reauthorization 2004 Implementation Memo SP 4

TO: Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 (Act) amended section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs and is effective July 1, 2004. In addition to establishing free meal eligibility, the Act also establishes a requirement for documenting a child's status as runaway, homeless, or migratory.

Previously, through guidance, the Food and Nutrition Service extended categorical eligibility for free school meals to children considered homeless under the McKinney-Vento Homeless Assistance Act. School officials were allowed to accept statements that children were homeless from the local educational liaison for the homeless or directors of homeless shelters where the children reside. The Act now establishes in law the categorical eligibility of these children for free school meals. Please see the previously issued memoranda of April 6, 1992, *Documentation of Free and Reduce Price Meal Eligibility for Homeless Children* and of April 4, 2002, *Updated Guidance for Homeless Children in the School Nutrition Programs*, on documentation for homeless children under McKinney-Vento.

There were, however, no similar eligibility and documentation provisions for runaway youth or migrant children. At this time, we are in discussions with the Department of Health and Human Services, regarding implementation of that portion of the Act that addresses categorical eligibility for runaway youth served through grant programs established under the Runaway and Homeless Youth Act. We hope to provide guidance in the very near future on how to determine and document if a child is receiving services as a runaway and is therefore categorically eligible for free school meals.

Regional and State Directors
Page 2

For migratory children, each State Educational Agency's Migrant Education Program establishes their own process for determining if a child meets the criteria provided under Elementary and Secondary Education Act of 1965. State Child Nutrition Agencies must contact their State Migrant Education Program to develop a plan for sharing and documenting the migratory child's eligibility for free school meals. To find the contact for your State Migrant Education Program view the following website:

- Contact Information for all State Directors of Migrant Education
<http://www.ed.gov/programs/mep/contacts.html>

If you have any questions, please contact Rosemary O'Connell or Mara McElmurray at 703-305-2590.

/S/

STANLEY C. GARNETT
Director
Child Nutrition Division

Re: National School Lunch Program FY07

Here is the link to the NEW Free/Reduced Lunch applications for 2006-7.
<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms/2006-2007/Step2-5.doc>. You will notice a check box in Part 3 to note Homeless, Migrant, or Runaway. Also, at the bottom "For School Use Only" section, there is box to check for "Temp.Free – homeless/migrant/runaway (30 days)" This is to allow students to receive free meals until you, as the Liaison, are able to make an eligibility determination and provide written documentation to your Food Services Department.

So, the procedure for foodservice usually is:

- 1) Receive a household application that has homeless/migrant/runaway box checked.
- 2) Foodservice contacts liaison and request documentation supporting homeless/migrant/runaway claim.
- 3) Foodservice provides free meals to student while waiting for supporting documentation (this time is not to exceed 30 calendar days)
- 4) If a letter is provided by the liaison supporting the claim, students status goes to Free and is provided meals at no cost for the remainder of the school year unless new information is provided by the household.
- 5) If a letter is not provided by the liaison or the 30 calendar days expires before documentation is received, the student stops being provided Free meal benefits and usually alternative eligibility information is attempted to be obtained.

Please note that all students who participated in the National School Lunch Program (NSLP) last school year (2005-6), and have documentation on file supporting this, are eligible for those same benefits for the first 30 operating days in the current school year (2006-7). Within that 30 operating day period, new documentation proving eligibility must be collected to continue providing benefits. In the case of homeless/migrant/runaway students this documentation includes a letter from you (the Liaison). Because the required letter from the Liaison may not arrive to the foodservice department immediately, USDA allows for a 30 day temporary free status to be provided to any student who checks the homeless/migrant/runaway box on the application while the foodservice is waiting for the liaison letter. This temporary free status may or may not be necessary depending on if they already have benefits from last year and are just waiting for a new liaison letter, or if liaison already has information about the student and can provide documentation immediately.

MULTI-USE FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. Children in School

(Use a separate application for each foster child)

Names of all children in school
(First, Middle Initial, Last)

School Name

Grade

1.
2.
3.
4.
5.
6.

Part 2. Food Stamp/ Cash Assistance/ FDIPIR Case Number For EACH Student

If your child(ren) have a Case Number please
ENTER BELOW for each student. Skip to Part 6.

1.
2.
3.
4.
5.
6.

Part 3. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call (your school, homeless liaison, migrant coordinator at phone #)

Homeless ☐ Migrant ☐ Runaway ☐

Part 4. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box ☐ and then list the amount of the child's personal use monthly income: \$ _____. Skip to Part 6.

Part 5. Total Household Gross Income —You must report **HOW MUCH** and **HOW OFTEN**

1. Name

(List **everyone** in household
including children in school)

2.
Check
if **NO**
Income

3. **GROSS INCOME** and **HOW OFTEN** it was received

Example: \$50—monthly \$50—twice a month \$50—every other week \$50—weekly

Earnings from work
before deductions

Welfare, child support,
alimony

Pensions, retirement,
Social Security

All Other Income

How Much

How Often

How Much

How Often

How Much

How Often

How Much

How Often

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Part 6. Signature and Social Security Number (Adult MUST sign)

An adult household member must sign the application. If Part 5 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Must Sign here: X _____ Print name: _____ Date: __/__/__

Social Security Number: _____ ☐ I **do not** have a Social Security Number

Address: _____ APT# _____ Phone #: (____) _____ - _____

Part 7. Children's racial and ethnic identities (optional)

Mark one or more racial identities:

☐ Asian ☐ American Indian or Alaska Native ☐ Black or African American
☐ White ☐ Native Hawaiian or Other Pacific Islander ☐ Other

Mark one ethnic identity:

☐ Hispanic or Latino
☐ Not Hispanic or Latino

Don't fill out this part. This is for school use only.

☐ Error-Prone

☐ Directly Certified — Attach to match result

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Annual Income: \$ _____ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Month, ☐ Year Household size: _____

Case # Application Eligibility: ☐ Free, ☐ Reduced, ☐ Denied — Reason: _____ Date Withdrawn: __/__/__

☐ Temp. Free — Zero Income (45 days) ☐ Temp. Free — homeless/migrant/runaway (30 days) Temporary Free Expires: __/__/__

Determining Official's Signature: _____ Date: __/__/__ Date Notice Sent: __/__/__

Confirming Official's Signature: _____ Date: __/__/__

Follow-up Official's Signature: _____ Date: __/__/__ ☐ Selected for Verification (see attachment)

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART For School Year 2006-2007			
Household size	Yearly	Monthly	Weekly
1	\$18,130	1,511	349
2	24,420	2,035	470
3	30,710	2,560	591
4	37,000	3,084	712
5	43,290	3,608	833
6	49,580	4,132	954
7	55,870	4,656	1,075
8	62,160	5,180	1,196
Each additional person:	+6,290	+525	+121

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp Program, Cash Assistance (CA) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- ☐ No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs.
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with [name of program specific to your school].
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with [name of program specific to your school].
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with [name of program specific to your school].

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call [name] at [phone].
Return this form to: [address] by [date].

SOLICITUD DE MULTI-USO PARA COMIDAS ESCOLARES GRATIS O A PRECIO REDUCIDO

Parte 1. Niños en escuela (Use una solicitud diferente para cada hijo de crianza)

Nombres de todos los niños en escuela (Nombre, Inicial del Segundo Nombre, Apellido)	Nombre de la Escuela	Grado
1.		
2.		
3.		
4.		
5.		
6.		

Parte 2. El numero de caso de cupones para alimentos / Beneficios en Efectivo (Cash Assistance) / FDIPIR estudiante por cada.

Si su(s) niño(s) tienen un número de caso por favor escríbalo aquí. Vaya a la parte 6.

1.
2.
3.
4.
5.
6.

Parte 3. Si el niño para el que usted solicita es un niño sin hogar, emigrante o que ha abandonado su hogar, marque el bloque apropiado y llame a [homeless liaison, migrant coordinator at phone #] Sin Hogar ☐ Emigrante ☐ Abandonó su Hogar ☐

Parte 4. Hijo de Crianza

Si esta solicitud es para un niño que es responsabilidad de una agencia de bienestar social o una corte, marque este bloque ☐ luego anote la cantidad de ingreso personal que recibe el niño mensualmente: \$ _____. Vaya a la parte 6.

Parte 5. Ingreso bruto de su hogar — Tu Necesitas INGRESO BRUTO Y FRECUENCIA

1. Nombre (Anote a todos en su hogar los niños de escuela incluyendo)	2. Marque si no hay ingresos <input type="checkbox"/>	3. INGRESO BRUTO Y FRECUENCIA							
		Ganancias del trabajo antes de deducciones		Asistencia de beneficios sociales, sustento de menores, pensión de divorcio		Pensiones, pensiones de jubilación, Ingresos de Seguro Social		Otros Ingresos	
		Quanto	Con Que frecuencia	Quanto	Con Que frecuencia	Quanto	Con Que frecuencia	Quanto	Con Que frecuencia
	<input type="checkbox"/>	\$		\$		\$		\$	
	<input type="checkbox"/>	\$		\$		\$		\$	
	<input type="checkbox"/>	\$		\$		\$		\$	
	<input type="checkbox"/>	\$		\$		\$		\$	
	<input type="checkbox"/>	\$		\$		\$		\$	
	<input type="checkbox"/>	\$		\$		\$		\$	
	<input type="checkbox"/>	\$		\$		\$		\$	

Parte 6. Firma y Número de Seguro Social (Un Adulto debe firmar)

Un miembro adulto de la familia deberá firmar esta solicitud. Si completa la parte 5, el adulto que firma la solicitud deberá anotar su número de Seguro Social o marcar el bloque que indica que no tiene número de Seguro Social. (Vea el Acta de Privacidad al dorso.)

Prometo que toda la información en esta solicitud es verdadera y que he reportado todos los ingresos. Entiendo que la escuela recibirá fondos Federales basado en la información que yo provea. Entiendo que los oficiales de la escuela pueden verificar dicha información. Entiendo que si deliberadamente proveo información falsa, mis niños podrían perder los beneficios de comidas y yo podría ser procesado legalmente.

Firme Aquí: ☒ _____ Nombre deletreado: _____ Fecha: __/__/__

Número de Seguro Social: _____ ☐ No tengo número de Seguro Social

Dirección: _____ APT# _____ Teléfono: (____) _____ - _____

Parte 7. Identidad étnica y racial de los niños (opcional)

Marque una o más de las identidades raciales:

- ☐ Asiático ☐ Indígena Norteamericano o Nativo de Alaska
☐ Blanco ☐ Hawaiano o de otra isla del Pacífico
☐ De raza negra o Afro-Americano ☐ Otro

Marque una identidad étnica:

- ☐ Hispano Latino
☐ No Hispano ni Latino

No escriba en esta área. Esto es para uso oficial de la escuela.

☐ Error-Prone

☐ Directly Certified – Attach to match result

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: \$ _____ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Month, ☐ Year

Household size: _____

Case # Application Eligibility: ☐ Free, ☐ Reduced, ☐ Denied – Reason: _____

Date Withdrawn: __/__/__

☐ Temp. Free – Zero Income (45 days)

☐ Temp. Free – homeless/migrant/runaway (30 days)

Temporary Free Expires: __/__/__

Determining Official's Signature: _____

Date: __/__/__

Date Notice Sent: __/__/__

Confirming Official's Signature: _____

Date: __/__/__

Follow-up Official's Signature: _____

Date: __/__/__

☐ Selected for Verification (see attachment)

Sus niños podrían calificar para comidas gratis o a precio reducido si el ingreso familiar está dentro de los límites de esta tabla.

FEDERAL INCOME CHART For School Year 2006-2007			
Household size	Yearly	Monthly	Weekly
1	\$18,130	1,511	349
2	24,420	2,035	470
3	30,710	2,560	591
4	37,000	3,084	712
5	43,290	3,608	833
6	49,580	4,132	954
7	55,870	4,656	1,075
8	62,160	5,180	1,196
Each additional person:	+6,290	+525	+121

Declaración del Acta de Privacidad: Esto explica como nosotros usaremos la información que usted nos provea.

La Ley Nacional de Almuerzo Escolar, Richard B. Russell, exige la información en esta solicitud. Usted no tiene que proveer la información pero si no lo hace, nosotros no podemos autorizar que sus hijos reciban comidas gratis o a precio reducido. Se requiere el número de Seguro Social del miembro adulto del hogar quien firma la solicitud. El número de Seguro Social no es necesario si usted está solicitando para un hijo de crianza o usted anota el número de caso de Cupones para Alimentos, Beneficios en Efectivo (Cash Assistance), por sus siglas en inglés) o el Programa de Distribución de Alimentos en Reservaciones Indígenas (FDPIR, por sus siglas en inglés) asignados a los niños para los cuales está solicitando. Tampoco es necesario proveer el número de Seguro Social si usted indica que el miembro adulto del hogar que firmó la solicitud no tiene un número de Seguro Social. Nosotros usaremos su información para evaluar si sus hijos califican para comidas gratis o a precio reducido, para desarrollar el programa, y para hacer cumplir con las reglas del programa. Nosotros PODRÍAMOS compartir su información de elegibilidad con programas de educación, salud y nutrición para ayudar a esos programas a evaluar, financiar o determinar beneficios; con auditores que revisan programas; y con personal de justicia para ayudarles a investigar violaciones a las reglas de estos programas.

Declaración de No-Discriminación: Esto explica qué hacer si usted cree que se le ha tratado injustamente. De acuerdo con la ley Federal y la política del Departamento de Agricultura, está prohibido que esta institución discrimine por motivo de raza, color, nacionalidad, sexo, edad o incapacidad. Para presentar una queja por discriminación, por favor escriba a *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* o llame al 202-720-5964 (voz y TDD). USDA no discrimina en sus programas y empleo.

COMPARTIENDO INFORMACIÓN CON OTROS PROGRAMAS

Querido Padre de Familia/Encargado:

Para ahorrarle tiempo y esfuerzo, la información que usted proveyó en su solicitud para Comidas Escolares Gratis o a Precio Reducido puede ser compartida con otros programas para los cuales sus niños podrían calificar. **Nosotros tenemos que obtener autorización para compartir su información con los siguientes programas.** El enviar esta forma no cambiará el hecho de que sus niños reciban comidas gratis o a precio reducido.

- ☐ No. Yo **NO QUIERO** que la información de mi solicitud para Comidas Escolares Gratis o a Precio Reducido sea compartida con ninguno de estos programas.
- ☐ Sí. Yo **QUIERO** que los oficiales de la escuela compartan la información en mi solicitud para Comidas Escolares Gratis o a Precio Reducido con [name of program specific to your school].
- ☐ Sí. Yo **QUIERO** que los oficiales de la escuela compartan la información en mi solicitud para Comidas Escolares Gratis o a Precio Reducido con [name of program specific to your school].
- ☐ Sí. Yo **QUIERO** que los oficiales de la escuela compartan la información en mi solicitud para Comidas Escolares Gratis o a Precio Reducido con [name of program specific to your school].

Si usted marcó Sí en cualquiera o en todos los bloques de arriba, por favor llene la forma que aparece abajo. Su información será compartida solamente con los programas que usted marcó.

Nombre del Niño(a): _____ Escuela: _____

Nombre del Niño(a): _____ Escuela: _____

Nombre del Niño(a): _____ Escuela: _____

Nombre del Niño(a): _____ Escuela: _____

Firma del Padre/Encargado: _____ Fecha: _____

Nombre deletreado: _____

Dirección: _____

Para más información, usted puede llamar a [name] al [phone].
Envíe ésta forma a: [address] antes de [date].

How Do I Apply?

To sign your child up for free school meals, speak with the

- ◆ Local educational agency liaison for homeless children (ask at your child's school), or
- ◆ Principal of your child's school, or
- ◆ Homeless shelter director (if you're staying in one).

These people will help you get free school meals for your child fast.

New rules allow these people to designate your eligibility for this faster service and they will pass the information along to the school's food program.



Who Can I Call If I Have Questions?

For more information about the School Lunch program, please contact:

National Center for Homeless Education
Phone: 1-800-308-2145
Website: www.serve.org/nche

Food Research and Action Center
Phone: (202) 986-2200
Website: www.frac.org

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or family status.

**Is Your Family Facing
Homelessness or Housing
Problems?**

**Special New Rules
Make Signing Up For
Free School Meals
Fast and Easy!**





School Meals

All parents know that nutritious meals are important for children to grow, keep healthy and learn.

When times get tough it can be hard to get children all the healthy food they need.

Free breakfast, lunch and afterschool snacks served through the National School Lunch and School Breakfast Programs may be one way to make sure your child can grow and learn.



New Rules Make Signing Up For Free School Meals Fast and Easy

The school lunch and breakfast programs have special new rules to help families facing housing problems and homelessness. These rules allow children and youth to quickly qualify for free school meals.

No documents or paperwork are required.



Who May Be Eligible?

Children and youth in families with housing problems that have forced them to:

- ◆ Live temporarily with another family.
 - ◆ Live in a motel, campground or car.
 - ◆ Live in an emergency, domestic violence or transitional shelter.
- Children and youth on their own:
- ◆ Living temporarily with another family.
 - ◆ Living in a motel, campground or car.
 - ◆ Living in an emergency, transitional or runaway shelter.
 - ◆ Awaiting foster care placement.





**National Association
the Education of Homeless
Children and Youth**
www.naehcy.org

Bridging the gap between home and school.

STRATEGIES FOR SERVING PRESCHOOLERS

- Include homelessness in the list of criteria for priority enrollment, classify homelessness as an "at risk" factor, and/or include homelessness specifically as a criterion for "most in need."
- Identify an appropriate number of slots to be held open for children experiencing homeless, and/or prioritize these children on waiting lists.
- Permit children to enroll in preschool immediately, even without meeting enrollment document requirements.
- Train LEA liaisons and all preschool staff on the definitions, rights, and needs of preschool-age children experiencing homelessness.
- Set up meetings with community service agencies (such as shelters, soup kitchens, food banks, transitional living programs, community action agencies, welfare departments, housing departments, public health departments, and faith-based organizations) to begin to develop a relationship on issues such as available

preschool programs in the community, recruiting families experiencing homelessness into preschool programs, the enrollment process, transportation, and other services.

- Emphasize a classroom structure that limits distractions, provides a simple daily schedule, and provides strong individualized attention.
- Include a strong family component that builds the family's capacity to support child development and education and addresses critical family needs.
- Provide extended day services.
- Develop a strong plan to address mobility through close coordination with families, shelters and community agencies.
- Have a plan to help children and staff adjust to turnover in enrollment during the year.

Preschool in Arizona

Preschool services for children ages 3-5 with disabilities

All children from 0-21 with delays or disabilities must be identified and evaluated in order to receive the services they need. These children are referred for screening and identification in a variety of ways: through a physician, Child Find, CPS, etc.

See A.R.S. 15-771 "Preschool programs for children with disabilities"

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/15/00771.htm&Title=15&DocType=AR>

As the **Homeless** Liaison of a charter or public school district, the law requires that you make referrals, when appropriate. Please routinely inquire about preschool-age siblings. If the parent, guardian, or you have any reason to suspect the siblings might have special needs, developmental delays, etc. the family should be immediately referred to the appropriate agency for screening.

- If the child is 0-3, they should be referred to the Arizona Early Intervention Program at DES.
<http://www.de.state.az.us/azeip>

Arizona Early Intervention Program (DES/AZEIP)

3839 North Third Street, Suite 304
Phoenix, Arizona 85012
(602) 532-9960, toll free in Arizona (888) 439-5609
Fax: (602) 200-9820

AllAZEIP2@mail.de.state.az.us

- If the child is 3-5, they should be referred to the public school district in which the family resides (School of Residency). Public school districts must provide students with Special Needs a Free & Appropriate Education beginning at age 3.
- If you are not sure how or where to refer them, contact Rita Kenison, Child Find Coordinator, at (602) 364-4015. <http://www.ade.az.gov/ess/ChildFind/CfHome.asp>

Preschool Programs for Children without disabilities.

Head Start Programs are made possible through Federal funding to local grantees, such as municipalities, government agencies, school districts, etc. Each of these agencies serves a geographical area. Head Start Programs (ages 3-5) are operating in most areas of the state, while Early Head Start Programs (ages 0-3) are more limited.

To search for a Head Start Program in your area, go to
<http://www.acf.dhhs.gov/programs/hsb/hsweb/index.jsp>

Eligibility is based on income, but all students identified as "**homeless**" are automatically eligible; therefore, it is your job as **Homeless** Liaison to refer the preschool-aged children to these programs in your area.

Preschool in Arizona

Even Start is a Family Literacy Program funded by Federal dollars from USDOE and Arizona state funds for Early Childhood Education. It is authorized under the Arizona Family Literacy Program, as described in A.R.S. 15-901.01:

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/15/00191-01.htm&Title=15&DocType=ARS>

Even Start Grants are allocated to school districts and community-based organizations, with priority given to "un-served areas." There are currently 21 programs providing services for the most economically and educationally disadvantaged Arizona families at 65 sites.

There are 6 primary components to an Even Start Program:

1. Early Childhood Education
2. Adult Education
3. Parenting Education
4. Interactive Literacy Activities
5. Volunteering
6. Home Visits

For contact information for an Even Start Program, go to

<http://www.ade.az.gov/earlychildhood/preschool/programs/familyliteracy/FamilyClasses.pdf>

Migrant Even Start is similar to Even Start, but is reserved for Migrant families. There are fewer of these programs.

State Early Childhood Block Grant Programs are comparable to Head Start, but they are state-funded. \$19 million is available to school districts and charter schools through a formula grant.

Students who qualify for Free and Reduced Lunches are eligible. Since all **Homeless** students are automatically eligible for FRL, they are also automatically eligible for these Programs.

There are 3 types of programs available:

1. At Risk Preschool (usually for 4-year olds)
2. Full-day Kindergarten
3. Supplemental K-3 programs

State Block Grants are authorized by A.R.S. 15-1251. For more information:

<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/15/01251.htm&Title=15&DocType=ARS>

For additional information, visit A.D.E.'s Early Childhood website at
<http://www.ade.az.gov/earlychildhood/>